

ATTORNEY -- Quick Reference Guide**Motion to Continue**

Step	Action
1	Click on Bankruptcy hyperlink.
2	Click Motions/Applications
3	Enter the case number - click NEXT
4	Select Continue Hearing from the event type list - click NEXT
5	<p>Select the party who is filing the motion by highlighting their name. - click NEXT</p> <p>NOTE: If your party is not listed:</p> <ul style="list-style-type: none"> • click Add/Create New Party - enter search criteria, click Search • if the party's name appears: <ul style="list-style-type: none"> • highlight and click [select name from list] • NOTE: Be sure to identify appropriate role type code, click Submit • if the party's name does not appear: <ul style="list-style-type: none"> • click Add New Party button • complete information for party • NOTE: Be sure to identify appropriate role type code, click Submit • Select the party filer - click NEXT • The Attorney/Party Association screen will appear if a new party was added to the case. • Check the box to make an attorney/party association if applicable - click NEXT
6	Click NEXT at the hearing information screen: A Motion to Continue does not require a hearing - Unless a party objects to the continuance.
7	<p>The PDF Document Selection screen displays. Click Browse, then navigate to the directory where the appropriate PDF file is located. Double-click the PDF file to select it and associate it with this docket entry.</p> <p><i>Note: If you wish to view the image before selecting, right click on the highlighted filename and click on open. You can view the image in Adobe Acrobat, then close Adobe Acrobat when you have finished viewing the image.</i></p>
8	Click Attachments to Document default option to Yes - click NEXT
9	<p>Click BROWSE on the select one or more attachments Screen to Launch the Adobe Acrobat Reader. Locate and Verify the order you wish to attach.</p> <p>Under Type - select Proposed Order</p> <p>Click Add to List</p> <p>Click NEXT</p>

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10	Select the category the motion relates to. The Filed and Documents fields can be left blank - Click NEXT
11	At the select the appropriate event(s) to which your event relates screen, check the box beside the pleading that is being continued - click NEXT
12	At Docket Text: Modify as Appropriate Screen verify text and enter a prefix or additional text if needed - click NEXT
13	Verify AGAIN that the Final Docket Text is correct - If correct - click NEXT If incorrect - click the browser BACK button until you find the error(s) and proceed with the event
14	The Notice of Electronic Filing screen appears and your transaction is complete.